

CLERK STENOGRAPHER (OFFICE AUTOMATION)
GS-0312-03

SJ 139

DUTIES

Provides stenographic, typing, and clerical support for the office staff.

Takes and transcribes dictation from various staff officials relating to a variety of program activities.

Using word processing software types correspondence, memoranda, reports, forms, and other material in final form from transcriptions, rough drafts or handwritten copy.

Receives and refers visitors and telephone calls; furnishes routine information and relays messages.

Maintains office files; retrieves requested information from files.

Proofreads outgoing mail for completeness, accuracy, and proper format.

FACTORS

1. Knowledge Required by the Position

Skill in taking and transcribing dictation.

Skill in operating word processing equipment A qualified typist is required.

Knowledge of grammar, spelling, capitalization, and punctuation required to type a variety of material accurately.

Ability to follow specific, detailed instructions when the material to be typed is in unusual form.

Knowledge of the forms and clerical procedures used by the office to maintain the office files.

Familiarity with work done in related organizational segments to refer visitors and telephone calls.

Knowledge of the contents of the files.

Knowledge of general office policies, procedures and functions to review outgoing mail.

Supervisory Controls

The supervisor assigns work, advises of procedural changes, and is available for assistance when required. Work is performed independently, following prescribed procedures. Work is spot-checked for compliance with instructions, adherence to dictated material for outgoing correspondence, and is reviewed closely for typographical errors.

3. Guidelines

Guidelines include various publications on the preparation of correspondence and reports, manuals, written and oral instructions. The guides and precedents used are specific and directly applicable to the work, are always available. Employee uses some judgment in selecting and applying the guides.

4. Complexity

The work consists of several stenographic, typing, and clerical tasks, such as sorting mail, taking dictation, typing varied material in final form from rough draft and transcriptions, and filing letters. Actions to be taken are readily discernible; tasks are clear cut and directly related; and there is little variation in the work.

5. Scope and Effect

The purpose of the work is to transcribe and type material, maintain office files, receive and refer visitors and telephone calls, and relay messages. The accuracy and timely completion of assignments contribute to the effectiveness and efficiency of the office.

6. Personal Contacts

Contacts are with employees within the immediate office and in related and support units.

7. Purpose of Contacts

Contacts are for the purpose of receiving assignments, obtaining instructions, taking dictation, exchanging information, and reporting progress.

8. Physical Demands

The work is sedentary. No special physical exertion is required.

9. Work Environment

The work is performed in an office setting..